

RULES AND REGULATIONS

Meeting rooms in the Montgomery County Public Library System provide an opportunity for bringing together the resources of the County and the activities of the community. To be eligible to use the Montgomery County Library Meeting Rooms, the group or organization must be based in Montgomery County, or be a Montgomery County chapter or branch of a state or national organization. Meeting rooms may be used by *non-profit* groups holding meetings of a civic or educational nature. All programs scheduled in libraries must be free and open to the public, and provide a service/benefit for the public good. Meeting rooms may *not* be used for public programs by *for-profit companies and/or agencies*, or for the purpose of soliciting potential clients. The following regulations must be observed in using the library meeting rooms:

- Use of Montgomery County Library Meeting Rooms is **limited to 3 hours maximum per day**. For Saturday use, the time blocks are 10 am – 1 pm; and 1:30 pm – 4:30 pm. Additional time can be accommodated, if requested within 2-4 weeks of the event, and the room is available. **All set up and take down time is included in the requested time.**
- Every organization or group will be responsible for **closing windows, turning off lights, and straightening up the meeting rooms at the end of the meeting**. Security of a county facility will remain a county government responsibility.
- **All members of the organization and the audience attending a meeting must vacate the county facility by the time shown on the meeting permit.**
- The Bethesda Regional Library, Chevy Chase Community Library, Gaithersburg Regional Library, and Kensington Park Community Library have pianos that may be used for recitals. Groups may schedule two recitals per year. **In addition to the hourly fees, a \$25.00 piano tuning fee is to be paid to the library staff prior to each piano use.**
- Organizations requiring a public address system must make their own arrangements with an outside company. Groups must also provide for their own audio/visual equipment needs. (Library does not make any equipment available.)
- Equipment belonging to an organization or group using a County facility may not be stored in a County building between meetings.
- Tipping of county employee(s) is not permitted.
- Neither the name nor the address of the County building or facility may be used as the official address or headquarters of an organization.
- **No admission fees, promotions or advertising campaigns directed at PROFIT making may be conducted.**
- Montgomery County communication systems such as telephone, radio, Teletype, internet access, etc. will not be used during meetings, to promote future meetings, or to disseminate information to members of an organization.
- Posting of bulletins, schedules, posters and announcements, etc., concerning the scheduled meetings shall be limited to official bulletin boards and will require prior approval of the facility manager of the building.
- Only light refreshments (e.g. coffee, punch, and non-alcoholic bottled drinks) and snacks (**not meals**) may be served. **All trash generated by the group must be removed from the premises.** The County does not furnish coffee urns, dishes, or other equipment. All rules or regulations of food service for specific buildings will be observed.
- The Chief Administrative Officer may refuse the use of a county facility if it appears that the use may likely provoke or add to a public riot or a breach of the peace, or create a clear and present danger to the peace and welfare of the county.
- Future privileges, for use of any county facility by an organization or group may be refused for infractions of any of the rules and regulations outlined in this document.